

SECRET
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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 9 NO CHANGE
IN CLASS/ (DECLASS/ (CLASS CHANGED TO: TS S 0 INT. JUST.
NEXT REV DATE 7/27 REV DATE 12/5/79 BY 08 BY 08
NO. PGS 1 CREATION DATE 40 32 CLASS S
REV CLASS C REV CLASS 0 NOTE: 22-73-3

29 June 1951

25X1

MEMORANDUM TO: PDC/Classification and Wage Administration Division

VIA : 1. AD/SO
2. ADMIN/Personnel Officer/OSO

SUBJECT : Request for Reclassification of Position in
Requirements Staff, TITLE

25X1

1. It is hereby requested that Position Staff Requirements
Staff Typist be reclassified from Clerk-Stenographer, GS-4, to Clerk-
(Typist) GS-4.

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2. Reclassification is requested because the incumbent has no
knowledge of shorthand, and the position does not require shorthand
ability since the duties performed are clerical and typing. Position
No. Staff takes care of the shorthand requirements of the Staff.

25X1

#330
Jan 7/16/51

Approved

Class & Wage

Chief, FDR

APPROVED:

Chief, Admin Staff

OK
15 July 51

25X1

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